



WASHINGTON EXPERIENCE REQUIREMENTS

- Experience may be obtained through the practice of public accounting and/or employment in industry or government. In certain situations, employment in academia may also provide experience to obtain some or all of the competency requirements.

- o Experience may be obtained through one (1) or more employers, with or without compensation, and may consist of a combination of full-time and part-time employment.

- o Employment experience should demonstrate that it occurred in a work environment and included sufficient tasks to have provided an opportunity to obtain the competencies defined here below.

- Effective November 20, 2025, experience must be:

- o Two (2) years of experience consisting of a minimum of twenty-four (24) months and 4,000 hours when having completed a baccalaureate degree with a concentration in accounting or business; Or

- o One (1) year of experience consisting of a minimum of twelve (12) months and 2,000 hours when having completed:

- a baccalaureate degree with an additional thirty (30) semester hours in accounting or business; or
- a post-baccalaureate degree with an accounting concentration or equivalent.

Notes:

- o The experience period does not need to be consecutive.

- o The hours are not limited to billable hours.

- The qualifying experience must also meet the following:

- o The qualifying experience must provide the opportunity to utilize the skills generally used in business and accounting and auditing including, but not limited to, accounting for transactions, budgeting, data analysis, internal auditing, preparation of reports to taxing authorities, controllership functions, financial analysis, performance auditing and similar skills; and

- o Be obtained no more than eight (8) years prior to the date the Washington State Board of Accountancy receives the complete license application.

- o Be verified by a CPA who is licensed to practice public accounting in Washington or be qualified for practice privileges in Washington for a minimum of five (5) years prior to verifying the candidate's experience, including the date that the candidate's experience is verified. (See Wash. Admin. Code § 4-30-72)

- The verifying CPA does not need to be a supervisor or coworker of the applicant;
- The five (5) years do not need to be consecutive).

- Applicant's experience should demonstrate that the work environment and tasks performed provided the applicant an opportunity to experience the following competencies:

- o Assess the achievement of an entity's objectives;

- o Develop documentation and sufficient data to support analysis and conclusions;

- o Understand transaction streams and information systems;

- o Assess risk and design appropriate procedures;

- o Make decisions, solve problems, and think critically in the context of analysis; and

- o Communicate scope of work, findings, and conclusions effectively.

- Access the Experience Requirements and definitions of Qualifying Experience online.